

CHAPTER 10

TRAVEL AND TRANSPORTATION ALLOWANCES1001 GENERAL100101. Policy and Principles.A. Purpose and Applicability.

1. This chapter provides guidance for the administration of travel allowances payable to Active Army, Reserve Component (RC), and Army National Guard (ARNG) soldiers, Department of Defense (DoD) civilian employees, and dependents.
2. Authorized travel and transportation allowances are based on the Joint Federal Travel Regulations (JFTR) for uniformed services personnel and their dependents and the Joint Travel Regulations (JTR) for DoD civilian employees and their dependents.
3. This chapter:
 - a. Clarifies or interprets applicability of the JFTR, JTR and Department of Defense Financial Management Regulations (DoDFMR) for these personnel, and
 - b. Identifies provisions applicable where the JFTR, JTR and, DoDFMR Volume 9 grant discretionary authority to the military services, and
 - c. Provides instructions and administrative procedures for processing payments under the JFTR/JTR while conforming to disbursing and accounting procedures.
4. Unless otherwise specifically stated in this chapter, each United States Property and Fiscal Office (USPFO) performs all functions shown for the Operating Location (OPLOC)/Finance and Accounting Office (FAO) except those related to the disbursement of funds. In the Continental U.S. (CONUS), disbursements are made by the Defense Finance and Accounting Service-Indianapolis (DFAS-IN) Directorate for Centralized Disbursing.

B. Internal Control Review Guide. See Appendix H.

1. The internal control review guide is part of the Army's implementation of the Federal Managers' Financial Integrity Act of 1982, as described in Army Regulation (AR) 11-2, Management Control.
2. The operating manager for travel pay activities is the OPLOC Director or the Finance and Accounting Officer.

C. Department of the Army Policy on Official Travel. Personnel will not be penalized because they were directed to perform official travel. A person traveling on official business is to have sufficient funds for expenses before beginning travel and is expected to exercise the same care in incurring expenses that a prudent person exercises if traveling on personal business.

D. Basic Concepts Regarding Travel Orders.

1. Competent orders.

a. A written order is required to substantiate payment of non-local travel and transportation allowances.

b. Orders must comply with AR 600-8-105, Military Orders, for military personnel and the JTR for civilians.

c. Travel orders issued by all services must contain sufficient information to substantiate a travel claim.

d. Travel orders issued and followed, entitle the traveler to allowances authorized by statute. Do not administratively increase or decrease the legal liability of the U. S. after performance of all or part of the official travel. An exception occurs when an error is obvious on the face of the order and all facts and circumstances clearly demonstrate that some provision previously determined and definitely intended was omitted through error in preparing the orders (54 Comp. Gen. 638).

e. All classified orders used to substantiate a travel claim must contain the same information as unclassified orders. Follow special procedures for processing classified orders to safeguard the classified information.

f. Civilian travelers cannot be directed to use government mess, except as provided in the JTR.

g. Travelers cannot be directed to use lodging at a government installation unless it is their Temporary Duty (TDY) location.

2. Individuals are in a travel status on competent orders:

a. While performing travel away from the permanent duty station (PDS) on public business.

b. For periods of authorized delays.

c. For periods of TDY, and

d. During a permanent change of station (PCS).

3. TDY orders remain in effect when:

a. A person traveling under blanket or repeated TDY orders returns from a mission to the PDS.

b. A person returns to the PDS, including home, for personal reasons during a period of TDY.

E. Government-Provided Ticketing.

1. See the JFTR/JTR, Appendix A for the definition of government transportation.

2. Procedures for issuing Government Transportation Requests (GTRs), including action when requests or procured tickets are unused, lost, or stolen, are in DoD 4500.9R, Defense Transportation Regulations. The traveler may be reimbursed for a personally procured replacement ticket if the original ticket was lost or stolen, and an appropriate claim was made with the airline. However, if the original ticket is reported by the airlines as used, collection for the replacement ticket will be made from the traveler.

3. Procedures for issuing meal tickets, and when meal tickets are unused, lost, or mutilated, are in DoD 4500.9R.

F. Permissive Travel. Permissive travelers travel at no expense to the U. S. Government. It is considered permissive because it is for a purpose other than official business. Expenses incurred are not payable. See JFTR, Chapter 7, Part S or JTR, Chapter 6, Part F.

G. Where to Submit Travel Vouchers. Travelers will submit their claims; regardless of the funding station, to the DFAS-IN affiliated OPLOC/FAO that normally services their unit/station. The only exceptions are:

1. Defense Military Pay Offices (DMPOs) will continue to process military PCS and TDY in conjunction with PCS claims. DMPOs also process initial active duty for training (IADT) vouchers for U.S. Army Reserve (USAR) members.

2. Travel claims citing 97X4930.5LXX funds will continue to be sent to DFAS-Columbus for processing.

3. Travel claims citing other than Army, (Treasury Index (TI) 21), or Defense, (TI 97), funds will be processed in accordance with (IAW) Chapter 19, and the DoD Cross Disbursement Policy.

4. USAR soldiers on Inactive Duty Training (IDT), Annual Training (AT), Active Duty for Training (ADT), or Active Duty for Special Work (ADSW) are required

to submit travel vouchers to the Directorate for Network Operations (DNO) – Travel, Dept. 3700, 8899 East 56th Street, Indianapolis, IN 46249-3700. USAR soldiers on active duty in a TDY status will submit travel vouchers to their designated OPLOC/FAO.

H. Record of Payment. The OPLOC/FAO/DMPO that pays the travel claim will maintain a record of payment for 12 months. Other accounting activities that later require a copy of the paid voucher and/or supporting documentation will submit the request to the paying OPLOC/FAO/DMPO.

I. Travel Payments by Electronic Funds Transfer (EFT). EFT is required for travel payments to all military personnel and is strongly encouraged for all DoD civilians.

100102. Submission of Travel Vouchers.

A. General.

1. See paragraph 100101.D for guidance on travel orders. The DD Form 1351 (Travel Voucher) series is used for travel and transportation claims.

2. Each transaction by a soldier, employee, or agent of the Government which requires the expenditure of public monies must be documented by a written (or printed), signed document or series of documents which includes a record of the transaction. The travel voucher and its attachments are such a record for travel and transportation allowance payments. To substantiate multiple travel payments, see paragraph 100102.C. For individual claims, the traveler prepares a DD Form 1351-2 (Travel Voucher or Subvoucher).

3. The military traveler attaches supporting documentation (travel orders, lodging receipts, rental vehicle receipts, and receipts for expenses \$75.00 or more) and submits the signed travel claim for review within five working days after the completion of travel. The review will be conducted by the commander/supervisor or designee then signed and dated in the upper right hand corner of the DD Form 1351-2. When additional expenditures require specific fund approval, the claim must be forwarded to the order approving official for signature in the approving officer signature block on the claim form. After the review/approval the entire claim is forwarded by the reviewer/approving official to the OPLOC/FAO for processing. When a soldier PCSs, the review and approval will be done in conjunction with the in-processing, and will be processed for payment by the DMPO.

4. The civilian traveler attaches supporting documentation (travel orders, lodging receipts, rental vehicle receipts, and receipts for expenses \$75.00 or more) and submits the signed travel claim for review and approval within five working days after the completion of travel. The review is conducted by an order approving official, then signed and dated in the approving officer signature block on the claim form. After the review/approval the entire claim is forwarded by the approving official to the OPLOC/FAO for processing. When a civilian employee PCSs, the review and approval will be done in conjunction with the in-processing, and will be processed for payment by the OPLOC/FAO.

5. Each separate item on a voucher is viewed as a separate claim. The fact that several items are included on a single voucher should not be viewed as sufficient basis for concluding that they lose their character as separate claims. An OPLOC/FAO/DMPO may collect a payment erroneously made on an item that is later determined to be fraudulent or erroneous. If the traveler files a reclaim for any of the amount collected, the OPLOC/FAO will not pay that claim.

6. The OPLOC/FAO/DMPO may request any additional factual information, documents, or explanation to justify payment when the facts presented do not contain sufficient authority for, or a complete record of, the travel and duty performed. The OPLOC/FAO/DMPO may use any pertinent data or records to verify information submitted by the claimant to prevent a duplicate or incorrect payment. The OPLOC/FAO/DMPO accepts information and statements of fact appearing on a voucher or orders, or attached thereto, that were furnished and signed by a claimant or a proper reviewing or approval official as true unless there is reason to question the information furnished.

7. Do not pay a claim when a review identifies a questionable or fraudulent voucher. Refer the claim to the traveler's commander/supervisor to review and determine if an investigation is necessary. Protect a suspected claim as possible evidence; do not, under any circumstances, return the voucher to the claimant until after resolution of the item in question.

8. When a traveler requests review of a travel settlement voucher by a higher headquarters or requests administrative review by the Defense Office of Hearings and Appeals (DOHA) (for military travel claims) or the General Services Administration (GSA) (for civilian travel claims), the travel settlement is considered a doubtful claim. The OPLOC/FAO or DMPO may also request such a review if the claim appears to cover items which are not clearly allowable under any provisions of law, or involve elements of doubt concerning a traveler's rights and may not be answered otherwise. Send such claims through the Defense Finance and Accounting Service Indianapolis Center, ATTN: DFAS-IN/FSC, 8899 East 56th Street, Indianapolis, IN 46249, for submission to the appropriate entity for adjudication. See the Department of Defense Financial Management Regulation (DoDFMR), Volume 9, chapter 8, for more details on such a submission.

9. A legible facsimile (fax) of a signed travel claim is acceptable for processing claims (interim and final) for TDY. All TDY travelers are authorized to submit completed travel claims and supporting documentation to their respective approving official (AO) for faxing to the correct travel section. Faxes received directly from the traveler, other than for accrued per diem payments, will not be accepted. AOs will fax the same documents as required for mailed-in claims. AOs will keep the original documents for two years and then send to a National Archives and Records Administration (NARA) storage facility IAW NARA guidelines, for the remainder of the required retention period.

B. Preparation of Vouchers. Travelers will use the guidelines in this paragraph and Appendix I to prepare DD Form 1351-2. Use this form to submit claims for official individual travel, dependent travel, dislocation allowances, payment of mobile home

allowances, and do-it-yourself (DITY) Moves. Travel offices will ensure the DD Form 1351-2 is prepared IAW these guidelines before processing the travel claim. Travel offices may return an incomplete claim.

1. General Guidance:

a. Prepare all vouchers using a computer, typewriter, or pen (black or blue only). DO NOT USE PENCIL. Complete all sections of the voucher that are applicable to the type of travel performed.

b. Make sure the OPLOC/FAO/DMPO has the necessary EFT information on file. Remember to notify the OPLOC/FAO/DMPO when accounts or financial institutions change. If in doubt, submit another EFT authorization form.

2. Mode of Transportation Used:

a. Indicate when government transportation is used.

b. If a GTR or other similar transportation document is issued but not used, the traveler must return the unused requests to a transportation office (TO) and obtain a DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets). Attach the receipt (original and copy) to the DD Form 1351-2.

c. When a Government Excess Baggage Authorization is obtained but not used, see DoD 4500.9R.

d. When TDY orders direct (as distinguished from authorize) using a specific mode of transportation, and the directed mode is not available at the time and place required, include a statement with or on the DD Form 1351-2. The order issuing authority or the TO provides the traveler a statement government directed travel is not available. If a GTR or ticket was obtained, but the directed mode was not available, the traveler must furnish a statement from the carrier to include the date, time and place. This statement, denoting nonavailability, must accompany the DD Form 1351-2 for payment of appropriate transportation allowances. A privately owned conveyance (POC) or rental car cannot be directed.

3. Hire of Special Conveyance (Automobiles, Boats, Taxicabs):

a. Use of these special conveyances for official business requires specific authorization or approval, except the trips to/from commercial terminals necessary as part of official travel. Their use is limited to official business.

b. For rules on insurance and damage on rented vehicles, see JFTR, Chapter 3, Part E or JTR, Chapter 2, Part C.

4. Multiple Traveler Payments.

a. Use DD Form 1351-6 (Multiple Payments List) to pay a group of travelers entitled to travel allowances for PCS, and TDY performed under similar or like conditions and circumstances. For example, to pay per diem to students attending courses of instruction and thereby eliminate processing individual vouchers or when several travelers are paid like amounts based on similar circumstances.

b. Do not use DD Form 1351-6 alone. When circumstances vary (for example, accounting classifications differ or itineraries vary), prepare a separate summary DD Form 1351-2 for each set of circumstances. Complete Section III of the covering DD Form 1351-2.

c. Show the complete accounting classification charged in Section VI of the DD Form 1351-2.

d. Attach copies of the authorizing travel orders to the original and retained copies of the voucher and, when applicable, the transaction for others' (TFO) copy.

e. Do not attach substantiating evidence, such as travel orders and statements of nonavailability, to continuing multiple payment vouchers when there is no change in the circumstances of any one case. Refer to the voucher(s) with which the substantiating documents are filed. See paragraph 100102.C for guidance when two or more payments are made under the same authority.

C. Accrued Per Diem Payments or Supplemental Payments.

1. When the OPLOC/FAO makes two or more payments for travel under the same authority, file copies of the travel order with all vouchers. Refer to all vouchers on subsequent payments under the same authority. State the date of arrival at the TDY point on all subsequent vouchers.

2. If the claimant cannot furnish a copy of the previous voucher(s) or refer to them, subsequent payments are authorized if the traveler certifies in writing the:

a. Date through which last paid and period covered,

b. Amount paid,

c. Name of OPLOC/FAO who made payment; and

d. Disbursing Station Serial Number (DSSN) and Fiscal
Station Number (FSN)

3. An OPLOC/FAO/DMPO who makes a short payment on a travel voucher may adjust that payment on a supplemental voucher for the amount due, using the same

form as the original. For example: use DD Form 1351 for advances and DD Form 1351-2 for settlements. On the supplemental voucher, show a complete reference to the short payment voucher. If the amount being paid was claimed on the original voucher, insert "Administrative Correction" in the claimant's signature block. Note on the retained copy of the original payment voucher a complete reference to the supplemental voucher. The travel supervisor or higher authority must approve "Administrative Correction" vouchers, and sign and insert their title immediately below the claimant's signature block.

1002 APPROPRIATIONS AVAILABLE FOR TRAVEL AND TRANSPORTATION ALLOWANCES

100201. PCS.

A. Fiscal Year Appropriation to be Charged.

1. PCS. Except as provided in paragraph 100202.B, charge the cost of a PCS to the fiscal year appropriation current on the effective date of orders.

2. Nontemporary Storage (NTS) of Household Goods (HHG) for Periods Involving Multiple Fiscal Years. When commercial storage of HHG is continuous for a period involving more than one fiscal year, the costs are charged to the current fiscal year appropriation in which the service is rendered.

3. Unit Move. When an entire unit moves, funds are charged based on the estimated date of the unit's departure from its station.

B. Military Personnel, Army (MPA) Appropriation. Charge PCS costs to the MPA appropriation. A list of allowable costs, plus allotment serial numbers, is in the DFAS-IN Manual 37-100-FY.

C. Movement Designator Code (MDC). MDCs are used instead of accounting classifications on PCS orders when costs are chargeable to the MPA appropriation. The conversion tables of MDCs are in DFAS-IN Manual 37-100-FY.

D. Leave Travel in Connection with Consecutive Overseas Tours and In Place Consecutive Overseas Tours (COTs and IPCOTs).

1. Leave taken between an overseas PDS and another overseas PDS is chargeable to the PCS appropriation.

2. When leave travel is performed in conjunction with IPCOT, charge the PCS appropriation.

100202. Determining Appropriations When Multiple Fiscal Years are Involved.

A. TDY.

1. Charge per diem and transportation expenses to the fiscal year in which travel occurs.
2. Charge other reimbursable expenses (OREs) to the fiscal year in which the expense occurs.

B. Transportation Documents.

1. A carrier does not enter into a contract until the transportation document is exchanged for a ticket. Therefore, charge the cost to the appropriation current on the date travel begins.
2. The MDC contained in the PCS order or the transportation document converts to the accounting classification to be cited.

C. Orders with Fund Citations for Two Fiscal Years When orders involving two fiscal years are issued before publication of next year's DFAS-IN Manual 37-100-FY, no amendment to add the new fiscal year fund cite is necessary. The OPLOC/FAO/DMPO ensures that the correct amounts are charged by fiscal year and accounting classification.

100203. PCS with TDY En Route.

A. TDY of One Day or Less. Charge TDY of one day or less IAW paragraph 100201.B.

B. TDY of More than One Day.

1. TDY of more than one day, for example, for briefing or special instructions, is funded by the agency requesting the TDY. The requesting agency is charged for all the TDY per diem allowances, and any transportation cost in excess of the direct travel from the old station to the new PDS. When the travel involves two fiscal years, split funds IAW paragraph 100202.A.

2. Charge per diem and expenses while awaiting transportation at ports, or during processing for separation or retirement, to MPA.

3. Charge TDY en route or TDY and return, as follows:

a. Charge per diem for TDY en route to the old PDS (as listed in DFAS-IN Manual 37-100-FY).

b. Costs for PCS with TDY en route travel must be split between the MDC and the TDY accounting classification. Charge en route travel and

transportation for TDY to the MDC current on the effective date of the PCS orders. Charge days at TDY station to the TDY accounting classification.

c. TDY at DA schools may be performed before or after a PCS (AR 614-6, Permanent Change of Station Policy, AR 600-8-105 and DA Pam 600-8-11, Military Personnel Office Separation Processing Procedures). This requires issuing a special PCS order IAW AR 600-8-105, for the selected option. Charge costs as specified in DFAS-IN Manual 37-100-FY.

4. Every effort must be made to charge the payment to the proper accounting classifications. The Military Training Specific Allotment (MTSA) should be charged for all TDY and return travel and for the day of departure from the old PDS through the day prior to departure from the TDY station when MTSA funds the TDY. The remainder (PCS travel) is charged to the PCS accounting classification.

1003 TRAVEL ALLOWANCES

100301. General.

A. Applicability. This section supplements the JFTR, the JTR and the DoDFMR, Volume 9, as indicated.

B. Types of Travel Allowances. When a soldier or civilian employee performs official travel, the Government is responsible for transportation and/or per diem allowance. The type of per diem allowance paid depends upon the mode of transportation reimbursed, and the length of travel. Certain other expenses directly related to the ordered travel are reimbursable.

100302. TDY Travel.

A. Types of Travel Allowances for TDY Travel. For military see the JFTR, Chapter 4. For civilians see the JTR, Chapter 4.

B. Registration Fees.

1. Reimbursement is authorized for registration fees charged by Army command(s), agencies and activities for conferences, meetings or seminars (see JFTR, Chapter 4, Part F or JTR, Chapter 4, Part O). Fees cover the cost of guest speakers, and administration expenses (e.g.: books, pamphlets, certificates, and supplies.) Itemized registration fees show what costs the fees cover. If the event hosts do not itemize a registration fee, the traveler must request itemization before submitting the registration fee for reimbursement.

2. Reimbursement incident to attendance at meetings and conferences of private organizations:

a. 37 U.S.C. 412 provides that DoD appropriations available for travel may not, without approval of the Secretary of the Army, or designee, be used for expenses incident to a traveler's attendance at meetings sponsored by technical, scientific, professional, or other non-federal organizations (see AR 1-211).

b. 5 U.S.C. 5946 provides that unless authorized by the express terms of an appropriations act, or by 5 U.S.C. 4109 or 4110, appropriated funds may not be used to pay the expenses of an individual to attend the meetings or conventions of members of a society or association. See JTR, Chapter 4, Parts K and O.

c. Attendance at meetings of private organizations required in the normal performance of official duties may be authorized in the orders without prior approval of the Secretary of the Army.

d. Reimburse registration fees for authorized attendance at meetings of private organizations based on JFTR, Chapter 4, Part F or JTR, Chapter 4, Part K or O. A receipt is required for reimbursement when the registration fee is \$75.00 or more. When the registration fee includes meals or lodging, compute per diem as though the U.S. Government furnished the meals or lodging see JFTR, Chapter 4, Part B or JTR, Chapter 4, Part L. Obtain this information about meals and lodging from the traveler.

3. When meetings, conferences or training are held in the local area and a travel order is not issued, a SF (Standard Form) 1034 (Public Voucher for Purchases and Services Other Than Personal) or DD Form 1556, as appropriate, is used for reimbursement of registration fees. The form is approved in the same manner as required for reimbursements on DD Form 1351-2. If attendance is authorized on a travel order, normal TDY procedures apply.

C. Early Reporting for TDY (Including Service Schools).

1. Travelers may not receive per diem allowances for reporting to TDY stations before the reporting date specified in the orders or before the date the TDY (other than courses of instruction) is scheduled to begin.

2. Correct the early reporting to courses of instruction between PDS when such courses of instruction are less than 20 weeks by amended or corrected orders, provided the early reporting is not solely for the soldier's personal convenience. The commandant of the service school takes the corrective assignment action.

D. Continuation of Per Diem Allowances. Per diem allowances continue when soldiers are at the TDY stations (service schools) in an attached non-student status pending further assignment, other administrative delays, or for any reason not a result of a soldier's personal request.

E. Automated Teller Machine (ATM). Administrative fees, billed to a traveler's Government sponsored charge card for obtaining travel advances via an ATM, are based on the amount of the traveler's withdrawal. Fees charged on withdrawals in excess of the

maximum authorized will not be reimbursed. User fees, charged by financial institutions for using their ATM machines, are a separate reimbursable item, within reason.

100303. Field Duty.

A. Purpose. This paragraph prescribes TDY per diem allowance policies and procedures for soldiers and civilians who participate in activities designated as field duty by appropriate authorities. See the JFTR or the JTR Appendix A, for definitions of field duty. Entitlements under field duty conditions are in the JFTR, Chapter 4, Part B, or the JTR, Chapter 4, Part L.

B. Responsibilities.

1. The order issuing authority ensures orders comply with AR 600-8-105, the JFTR and the JTR. The orders must specifically state "field duty".

2. The senior commander of operations or exercise director issues "nonavailability information" when U.S. Government quarters or mess are unavailable during the period of field duty.

C. Duty Status. Soldiers engaged in training are carried as TDY with station indicated. This includes a soldier's annual training (AT), active duty training (ADT), and IADT.

D. Per Diem Allowances. TDY per diem allowances or actual expense allowances are not authorized.

1004 TRAVEL OF RESERVISTS, SPECIAL CATEGORY PERSONNEL, AND MILITARY COURTS/BOARDS ATTENDEES

100401. Reserve Component (RC) Soldiers Called to Active Duty (AD) With or Without Pay.

A. Active Duty (AD) With Pay

1. RC soldiers ordered to AD with pay are entitled to travel and transportation allowances as prescribed in the JFTR, Chapter 7, Part G.

2. Pay advances as follows:

a. The servicing OPLOC/FAO pays advances to soldiers on ADT IAW procedures in paragraph 100505. There is no authorization for advance payments for travel to and from the active duty or training duty stations.

b. The servicing USPFO pays advances for ARNG soldiers, IAW paragraph 100505.

3. Voucher forms for payment:

a. Use the DD Form 1351-2 for all travel claims.

b. In addition, the OPLOC/FAO ensures that:

(1) Nonavailability information on quarters and/or mess is provided, when necessary.

(2) Orders are correct and identify the duty directed/completed.

B. Active Duty (AD) Without Pay.

1. RC soldiers ordered to active duty without pay, are entitled to travel and transportation allowances as prescribed in JFTR, Chapter 7, Part G.

2. When quarters and/or subsistence are not available at points of training or other duty station, include the information on the travel voucher. A statement from the commander at the duty point must support the voucher. No per diem allowances are authorized at training duty stations when both government quarters and mess are furnished.

100402. Reserve Component (RC) Soldiers Ordered to (IDT) With or Without Pay.

Payments of IDT with or without pay, will be IAW the JFTR, Chapter 7, Part G. Authorized claims will be filed on SF 1164 or DD Form 1351-2, as appropriate.

100403. Members of the Senior Reserve Officers' Training Corps (SROTC).

A. General.

1. SROTC members are:

a. Students pursuing the basic course (MS-I and MS-II) and advance courses (MS-III and MS-IV) of the SROTC program.

b. Cadets receiving training under the financial assistance program for specially selected members (10 U.S.C. 2107).

2. SROTC applicants are individuals who have:

a. Applied for Reserve Officers' Training Corps (ROTC) financial assistance under the SROTC program. Applicants become cadets when they enlist in the Army Reserve, and contract with the Secretary of the Army for military obligations, under the financial assistance program.

b. Are accepted for admission to the basic or advanced SROTC program.

B. Applicants.

1. When traveling to a CONUS educational institution:

a. An applicant for enrollment in the SROTC financial assistance program is entitled to allowances prescribed for officers in JFTR, Chapter 7, Part G. Travel and transportation allowances must not exceed those authorized for the official distance from the place which the cadet states is his/her actual permanent place of abode, home, school, or duty station at the time of travel to the educational institution.

b. When the home of the applicant is Outside Continental U.S. (OCONUS), entitlement to government transportation or government obtained transportation, is from an appropriate port OCONUS to the educational institution in the U.S. The applicant provides the selection letter and instruction sheet to the commander of the nearest U.S. military installation or the United States Military Attaché of the country in which he/she is located. They initiate issuance of orders (see AR 600-8-105) for transportation to the school.

2. Entitlement for applicants for admission to the advanced course SROTC program is travel and transportation allowances for travel to and from ROTC basic summer camps for training as prescribed below.

3. Make payment on a DD Form 1351-2. Use copies of the applicant's selection letter as the authority for travel to the institution. Attach a copy of the letter and a statement that the place travel began as shown on the voucher was his/her abode, home, or duty station at the time of appointment. If travel began from another place, include an explanation.

C. Field Training.

1. When traveling to and from places of field training:

a. A SROTC member or applicant is entitled to transportation and subsistence for travel from home or location of the ROTC unit, as specified in the orders, to place designated for field training, and return. Transportation is by government conveyance or GTR, and includes lodging if applicable. Subsistence is provided by meal tickets, box lunches, or Government prepared meals.

b. Mileage is payable when no transportation and subsistence is provided.

2. SROTC members or applicants will not receive per diem when U.S. Government quarters and mess are available while undergoing such field training. For TDY away from the place of field training, or when U.S. Government quarters and/or mess are

not available, such members are entitled to the travel and transportation allowances prescribed in JFTR, Chapter 4, Part E as modified by the provision of JFTR, Chapter 7, Part G.

D. Students Ordered to AD.

1. Limit travel allowances to the official distance from home or place from which ordered to AD to the first duty station.

2. A student who fails to complete the advanced ROTC training, or who completes the training and declines to accept a commission and is ordered to AD in an enlisted grade, is entitled to the PCS allowances prescribed in JFTR, Chapter 5, Part B for travel completed.

E. SROTC Students and Applicants for ROTC Membership Qualifying Examinations, Other Examinations and Observations. When deemed appropriate by competent authority, SROTC students (MS-I through MS-IV) and designated applicants for membership in the SROTC program are entitled to transportation in kind for travel incident to qualifying examinations, other examinations, or observation visits. Travel is between the home or institution and military installation and return to home or institution. The U.S. Government furnishes transportation, lodging, if required, and subsistence using meal tickets, box lunches, or government prepared meals.

F. Travel of Cadets.

1. Entitlement for a cadet receiving training under the financial assistance program is TDY travel and transportation allowances prescribed for a cadet/midshipman of a military academy in JFTR, Chapter 7, Part A.

2. For travel to/from places of field training, see paragraph 100403.C.

3. When deemed appropriate by competent authority of the service concerned, a cadet may be furnished transportation and subsistence, for travel to and from an installation.

4. A cadet appointed as officer and ordered to active duty is entitled to the PCS allowances prescribed in JFTR, Chapter 5, Parts A and B. Unless otherwise provided, entitlements will not exceed the official distance from the home or school designated in the orders, to the first duty station, via any TDY stations.

5. A financial assistance program cadet, discharged or disenrolled from the SROTC program, is entitled to the travel allowances authorized in JFTR, Chapter 7, Part G. Payment of travel allowances without the actual performance of travel is not authorized.

6. A cadet must provide a statement showing his/her actual permanent place of abode or home related to initial travel to the institution after arrival at the institution. That place remains the home for travel and transportation allowances during the

period the cadet is at the educational institution(s) under the ROTC program. The instructions under the definition of "Home of Record" in JFTR, Appendix A, are applicable when it is necessary to correct the home of record (HOR) originally named in error.

7. A cadet, graduated and commissioned after completion of the ROTC program, but not immediately called to AD, who pursues post graduate work, is not entitled to travel allowances until the completion of the education, when travel is actually performed.

100404. Travel of Uniformed Services Applicants and Rejected Applicants.

A. Allowances are paid IAW the JFTR, Chapter 7, Part B.

B. Payment procedures.

1. Make settlement for travel allowances or transportation and subsistence expenses for RC soldiers and accepted/rejected applicants on DD Form 1351-2 or SF 1164 (Claim for Reimbursement for Expenditures on Official Business).

a. Soldiers or applicants who travel to an Army medical treatment facility are paid authorized travel allowances by the OPLOC/FAO servicing the facility.

b. Vouchers for authorized travel allowances for soldiers/applicants who travel to a Veterans' Administration hospital are forwarded to the commander of the Army area in which the soldier resides. Upon completion of processing, the vouchers are forwarded to the OPLOC/FAO designated by the commander of the Army area.

2. The commander of the recruiting battalion has authority to approve the travel claims of applicants for enlistment in the active Army (AA). Where an applicant has entitlement to travel expense reimbursement, a travel claim is prepared with the help of the recruiter and submitted to the recruiting battalion commander, who will approve by signing in the appropriate block on the claim form. The recruiting battalion commander then forwards the claim to their OPLOC/FAO.

100405. Expenses Incident to Civil Courts, Military Courts, and Boards.

A. Military Personnel. Military personnel, when required to appear as a witness for the U.S., shall receive the travel and transportation allowances as prescribed in JFTR, Chapter 7, Part E.

B. Civilian Employees. Civilian personnel required to appear as witnesses for the U.S., shall receive travel and transportation allowances as prescribed in the JTR, Chapter 4, Part K.

C. Persons not Employed by the U.S. Government.

1. When called as witnesses before military courts, persons not employed by the U.S. Government are entitled to the same fees and mileage as witnesses attending U.S. courts (contiguous 48 states and District of Columbia). See 28 U.S.C. 1821; Article 32, Uniform Code of Military Justice (UCMJ); 10 U.S.C., 847; 1 Comp. Gen. 347 and 36 Comp. Gen. 777). Persons not employed by the U.S. Government, when requested as witnesses before an Article 32, UCMJ investigation, are entitled to mileage. See 10 U.S.C. 832 and 50 Comp. Gen. 810.

a. Transportation expenses are as follows:

(1) Witnesses not employed by the U.S. Government are entitled to mileage at the rates provided in 5 U.S.C. 5704. See JTR, Chapter 4, Part N for the use of POC between the residence and place of trial or investigation, and return. Entitlement for mileage exists although the witness's residence and the place of trial are both in the same city.

(2) When the U.S. Government provides transportation in kind, the witness may receive the rate described in paragraph 100405.C.1, for use of POV from residence to and from common carrier terminals and/or any applicable expenses shown in paragraph 100405.C.1.b.

(3) Despite the mode of travel actually used, the payable mileage is computed based on highway distances as stated in any generally accepted highway mileage guide that the U.S. Attorney General designates for such purpose. For travel in areas where no highway mileage guide exists, the mileage payable under 28 U.S.C. 1821 is computed based on the mode of travel actually used over a usually traveled route, and distances as generally accepted in the locality (36 Comp. Gen. 777).

(4) Make payment based on the actual cost, not to exceed the most economical rate available. A receipt or other evidence of actual cost is required. Pay mileage, as described in paragraph 100405.C.1.a.(1), for travel to and from common carrier terminals.

b. Toll charges for roads, bridges, tunnels and ferries are reimbursable; taxi fares between places of lodging and common carrier terminals and parking fees (with presentation of receipt) are also reimbursable.

c. Pay per diem instead of subsistence as follows:

(1) Pay a subsistence allowance in an amount not to exceed the maximum per diem provided in the JTR for official travel in the area of attendance by civilian employees.

(2) The subsistence allowance is only authorized when the trial location is so far away from the residence that the witness cannot commute daily. If the witness travels daily from residence to place of trial or an Article 32, UCMJ investigation,

entitlement is to mileage from residence to place of trial or Article 32, UCMJ investigation and return, instead of the per diem or actual cost allowance.

(3) In computing per diem or actual cost instead of subsistence, the calendar day beginning at 0001 and ending at 2400 is the unit. The per diem allowance accrues from the time it is necessary for the witness to leave home to arrive at the place of trial (Article 32, or UCMJ investigation) at the appointed time, through the time he/she could arrive at his/her home by first available transportation after discharge from attendance. Any fractional part of a day under such computation is regarded as a day for per diem purposes.

d. A civilian witness is entitled to receive a fee of \$30 per day for each day of attendance pursuant to summons to appear before a court. Include the necessary transit time in the computation.

2. Persons in Alaska who are called as witnesses before military courts, and not employed by the U.S. Government receive:

a. Travel allowances based on the mode of transportation used and the distances necessarily traveled as follows:

(1) The cost of the most economical accommodations available via common carrier, including coach class air fare. This applies to travel in Alaska and outside Alaska while proceeding to and from Alaska.

(2) Mileage rate is based on the type of privately owned conveyance (POC). The rental cost or reasonable, necessary expense is payable to use a private airplane, dog team, or boat when approved by the trial counsel or the officer having administrative control of the services rendered.

(3) Mileage rate is based on the type of POC outside Alaska, in proceeding to and from Alaska. The amount paid for mileage, plus the subsistence allowance and attendance fee, (paragraphs 100405.C.2.b and c), will not exceed what would have been payable had the most economical accommodations via common carrier, including jet coach, been used.

(4) Incidental travels expenses, such as taxicab fares between place of lodging and carrier terminal, and bridge, road, tunnel toll and ferry fares.

b. Subsistence, based on Alaska locality rate for the location of trial or investigation (JTR, Appendix A), if the witness attends at a point too far from his abode to permit return each day. This allowance is payable for the time needed to travel to and from home and is in addition to the \$30 attendance fee.

c. Attendance fee of \$40 for each day's attendance and for the time needed to travel to and from the place of trial. Entitlement for persons not employed by the U.S., when requested as witnesses before an Article 32, UCMJ investigation, are travel

allowances and subsistence as prescribed in paragraphs 100405.C.1 and 2 (Article 32, UCMJ; 10 U.S.C. 832; 50 Comp. Gen. 810; or JTR, Chapter 6, Part A).

3. Entitlement of people not employed by the U.S. Government, when called as witnesses before military courts in Hawaii and Puerto Rico, is to the fees and mileage allowed such witnesses when required to attend civil courts of the U.S. (28 U.S.C. 1821; Article 32, UCMJ; 10 U.S.C. 847; 1 Comp. Gen. 347 and 36 Comp. Gen. 777). Persons not employed by the U.S. Government are entitled, when requested as witnesses before UCMJ investigation, to mileage and subsistence (Article 32; 10 U.S.C. 832; 50 Comp. Gen. 810; or JTR, Chapter 6, part A).

4. When there is a military court-martial or an Article 32, UCMJ investigation in a foreign country outside the jurisdiction of civil courts of the U.S., the affected major overseas commander prescribes the fees and allowances for witnesses who are not employed by the U.S. Government. Unless otherwise provided in international agreement, such fees and allowances shall not exceed the maximum rate permitted to such witnesses when attending the courts of the U.S. or the courts of the foreign country, whichever is higher.

5. An alien, paroled into the U.S. for prosecution IAW Section 212(d)(5) of the Immigration and Nationality Act (8 U.S.C. 1182(d)(5)), or a deportable alien is ineligible to receive the fees or allowances provided by this section.

D. Special Conditions for Witnesses Before Military Courts and Witnesses Before Article 32, UCMJ Investigations.

1. A person called as a witness in more than one case on the same day, under a general subpoena to appear and testify is entitled to only one fee for each day's attendance. However, if there is a separate subpoena for each case and the defendants are different, the witness is entitled to separate fees for actual attendance in each case (3 Comp. Gen. 531, 7 id 455).

2. The duplication of fees, because of attendance as a witness in more than one case on the same day, does not apply to the mileage allowance or to the per diem instead of subsistence.

3. A person attending as a witness in more than one investigation on the same day, under a general request to appear and testify, is entitled to only one allowance for subsistence for each day's attendance.

E. Witness not Subpoenaed

1. A person requested, but NOT subpoenaed, to appear as a witness at a trial or hearing before a court or other body authorized to require the attendance of witnesses by compulsory process, who voluntarily complies with the request, is entitled to the fees and mileage allowances payable to witnesses who attend a hearing in obedience to a subpoena

(36 Comp. Gen. 777). In a courts-martial case, a valid request to appear as a witness may be made only by the summary courts-martial or the trial counsel.

2. There is no entitlement to mileage and witness fees for a person who is not subpoenaed, summoned, or requested to appear, but who voluntarily appears and testifies to matters considered pertinent to an inquiry being conducted (9 Comp. Gen. 255).

F. Expert Witnesses (Persons not in U.S. Government Employ and not Members of the Uniformed Services).

1. When the employment of an expert witness is necessary during a trial by a military court, the trial counsel requests the convening authority to authorize an expert before such employment (Rule 703(d), Manual For Courts Martial, 1984). The Invitational Travel Order (ITO) should state the compensation recommended by the prosecution and defense. In addition, travel allowances authorized in paragraph 100405.E may be authorized for travel to and from the place of trial. The terms of the ITO should be specific if the compensation includes travel allowances to and from place of trial or specify the travel allowance authorized in addition to the compensation. Without the authorization and the prescribed procedures, only the ordinary witness fees and travel allowances may be paid for the employment of the witness.

2. Except as provided in this paragraph, a U.S. Government employee (or soldier) who solicits the aid of a professional person/expert to aid in the performance of duties involving a military court proceeding, may not obligate the U.S. Government for expenses or charges related to the professional or expert aid.

3. Entitlement of a retired military, not on AD, employed as an expert witness, is the travel allowances fees and per diem as prescribed in paragraph 100405.F.1.

1005 REIMBURSEMENTS FOR OTHER TRAVEL

105001. General.

A. Purpose. This section contains instructions on the preparation of claims for expenses incurred while performing official travel within and around a PDS, recruiting expenses, dependent travel, and DITY moves. Any person submitting a false, fictitious, or fraudulent claim for travel performed within and around his/her PDS is subject to the statutory penalty provisions referred to on the reverse side of the form.

B. Authorization. Orders are not normally issued for travel in and around the permanent station. Such travel is usually performed on the basis of verbal authorization. Local commanders are responsible for determining requirements for transportation, subsistence, lodging and other expenses before requiring the duty, and before issuing orders if orders are required.

C. Control. The installation or activity commander, the State Adjutant General (for the ARNG), and the Reserve Support Component (RSC) commander (for the

USAR) will institute controls governing reimbursement for local travel, which includes but is not limited to the accomplishment of the following:

1. Provide a written policy defining the local area. See JFTR, para. U3500, JTR para. C2400.
2. Designate individuals authorized to approve local travel.
3. Issue guidelines for reimbursement, and proper travel authorization before travel is performed.
4. Detailed review of reimbursement travel voucher by the approving official before submission.
5. Periodically review installation procedures and actual practices pertaining to local travel by the internal review staff personnel.

100502. Travel Within and Around PDS

A. Preparation of SF 1164.

1. Use SF 1164 to recover local transportation and other expenses incurred in the performance of official business.
2. The claimant prepares the SF 1164 listing the expenditures incurred, signs and dates it before submitting it to the approving official.
3. Normally, an original and two copies of the signed and approved SF 1164 are given to the OPLOC/FAO. See paragraph 100501.D, for distribution and requirements for additional copies.
4. Detailed instructions for completing the SF 1164 are located in Appendix X.

B. Approval of SF 1164 for Reimbursement.

1. Designation of Approving Official(s). Approvals are required on all vouchers claiming reimbursement for travel within or adjacent to an installation or activity. The installation or activity commander designates official(s) to approve vouchers for local travel.
2. Signature Card. Furnish the OPLOC/FAO a DD Form 577 or automated equivalent for each official designated to approve the local travel vouchers. Include a statement on the signature card indicating the specific type of vouchers that may be approved by the designated official.

3. Responsibilities of Official Designated to Approve Vouchers. The official designated to approve vouchers is responsible for:

- a. Determining that the travel is authorized and performed and that the mode of transportation used was most advantageous to the Government.
- b. Advising travelers of the information required from them in order to receive reimbursement.
- c. Reviewing the validity of items claimed by the traveler.
- d. Inserting the appropriate accounting classification to be charged.
- e. Approving the voucher for payment.
- f. Forwarding claim to the proper paying OPLOC/FAO.

C. Settlement Procedure for SF 1164. The OPLOC/FAO is responsible for:

1. Ensuring that each voucher contains the information needed to establish entitlement to payment.
2. Ensuring that each voucher was approved.
3. Using any available data or records to verify that the information submitted by the claimant is not a duplicate or incorrect payment.
4. Ensuring that computations of amounts found due are correct.
5. Checking the accounting classification in DFAS-IN Manual 37-100-FY to assure that the accounting classification is valid, applicable, and complete.

D. Distribution of SF 1164 paid by OPLOC/FAO:

1. Submit the original with the OPLOC/FAO money accounts.
2. File the duplicate with the OPLOC/FAO retained records.
3. Deliver the triplicate to the payee.
4. Other copies, as needed.

100503. Reimbursement Procedures for Recruiting Expenses.

A. Purpose. This paragraph prescribes procedures for the reimbursement of local recruiting expenses.

B. Entitlement to Reimbursement.

1. A member of the Armed Forces (Active and Reserve) whose principal assignment is to perform recruiting duty (not including RC personnel while in technician status) is entitled to reimbursement for actual and necessary expenses paid from personal funds in the performance of recruiting duties. Such expenses are limited to those authorized in JFTR, Chapter 7, Part C.

2. Recruiter aides are not entitled to reimbursement for expenses under JFTR, Chapter 7, Part C. However, they may be authorized the travel and transportation allowances in JFTR, Chapter 4, Part B for periods of TDY.

C. Advance of Funds. An advance, not to exceed 2 months allowance, is authorized to provide a recruiter with "working capital". The recruiter requests an advance on a signed SF 1164. If the advance of funds is for a number of recruiters, the SF 1164 is used as a summary voucher and cover sheet for DD Form 1351-6. The SF 1164 (for an individual or a group) is approved by the administrative AO at the Army Recruiting Command or other approving office. When approving advances for recruiters, all copies of the voucher are annotated: "Advance for Recruiting Expenses Approved for Payment. Submission of a Settlement Voucher is Required Each Month."

D. Submission of Vouchers for Reimbursement of Recruiting Expenses.

1. Prepare the SF 1164 as detailed in 100502, and this section. Submit, with all supporting documentation, to the designated administrative AO at the Army Recruiting Command or other designated AO for approval.

2. Itemize expenses on SF 1164 by type. Receipts must support the voucher only when any individual item of expense is \$75.00 or more. Fully explain any failure to furnish receipts.

3. The AO reviews the SF 1164, and indicates the amount approved for each accounting classification, and signs the voucher. The voucher, with attachments, is submitted to the OPLOC/FAO for payment.

4. Submit the signed original (approving official and payee) and three copies to the OPLOC/FAO for payment; except when submitted by fax, when only one is required.

5. Each recruiter is required to retain a copy of their approved

SF 1164s, (advance or reimbursement of recruiting expenses), until the final settlement voucher is submitted at the completion of the recruiter's assignment, or until submission of the settlement voucher for recruiting expenses at the end of the fiscal year, whichever occurs first. The "Paid by" block of all subsequent vouchers for reimbursement is annotated "RECRUITER'S ADVANCE," if appropriate.

E. Approval of Vouchers. Vouchers are approved by designated approving officers as follows:

1. All vouchers submitted by recruiters under the jurisdiction of the Army Recruiting Command are approved by the commander of the appropriate Army Recruiting Command or designee.
2. All vouchers for ROTC Recruiting Officers are approved by the Chief, Advertising and Media Division, Deputy Chief of Staff for ROTC, Headquarters, Training and Doctrine Command (TRADOC), or the chief of the advertising and information division, located at headquarters, of each ROTC Regional Command.
3. All vouchers for ARNG recruiters are approved as directed by each State Adjutant General and the USPFO.
4. All vouchers submitted by USAR soldiers ordered to active duty for more than 90 days and assigned to full-time recruiting duty are approved by the USAR Recruiting Officer, the RSC commander; or designee.
5. The appropriate OPLOC/FAO is furnished a DD Form 577 for the official designated to approve the vouchers. Include a statement on the signature card as to the specific types of vouchers the designated official approves.

F. Reimbursement for Use of POC or U.S. Government-Owned Vehicles. Reimbursement of expenses for the approved use of a POC or U.S. Government-owned vehicle is authorized under JFTR, Chapter 3, Parts C and D. These expenses are not recruiting expenses. However, the claims for reimbursement of expenses for these items are treated in the same manner as recruiting expenses and are shown on the same voucher and DA Form 3892-R (Recruiting Expenses, Recruiters Daily Expense Record) with the recruiting expenses.

100504. Dependent Travel Vouchers.

A. Filing Procedures. When claiming reimbursement, be sure to submit copies of travel orders authorizing the PCS, airline ticket information, lodging and miscellaneous receipts for \$75 or more. For more information regarding dependent travel refer to the JFTR, Chapter 5, Part C and the JTR, Chapter 7.

B. Dependency Determination for Travel.

1. Spouse and Children.

a. For military travelers, the dependency of the spouse and children can be determined by reviewing DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Housing (BAH), during in-processing or upon the establishment of entitlement to Basic Allowance for Housing.

b. For civilian travelers, dependency is determined by their status on the date the employee reports for duty.

2. Unmarried Children over 21 Years of Age.

a. All Travelers. An unmarried child over 21 years of age who is incapable of self-support because of being mentally or physically incapacitated and is dependent on the soldier for over half his/her support.

b. Military Only. An unmarried child over 21 years, but under 23, may be considered a dependent IAW JFTR, Appendix A. An unmarried child who traveled OCONUS at Government expense, due to a soldiers' assignment before losing eligibility, is entitled to return transportation.

3. Doubtful Dependency. When the facts furnished do not clearly show that the traveler is responsible for the dependent, or the facts are doubtful, the DMPO or OPLOC/FAO will request a determination of dependency from DFAS-Indianapolis Center, ATTN: DFAS-IN-FJFC/D, 8899 East 56th Street, Indianapolis, IN 46249-0801.

4. Dependent Parents. Determination of dependency or relationship of parent(s), stepparent(s), former stepparent(s), or other person(s) who has/have stood in "loco parentis" will be submitted to the activity and address provided in 100504.B.3.

5. Common Law Spouse. A case of this type is a question of legal status. Refer to paragraph 100504.B.3 for where to submit this type of case.

100505. Advances of Travel Allowances (Soldiers and Civilian Employees).

A. Statutory Authority. Provisions for of travel allowance advances are in 37 U.S.C. 404 and 5 U.S.C. 5705.

B. Purpose. Travel advances are for necessary expenses while traveling on official business. Issue only a percentage of actual entitlements as an advance. When travel is canceled and not performed, the advance is immediately repayable. When the amount of an advance exceeds the earned entitlement, the excess is immediately repayable.

C. When Payment is Authorized. All official travelers eligible for the Government sponsored charge card must use the card for advances and all other official business travel costs. Those travelers ineligible for the Government sponsored charge card shall obtain needed advances directly from the OPLOC/FAO. Payment is authorized only in connection with

an actual or pending travel status evidenced by competent orders, and usually not made earlier than 10 days before travel commences. Local commanders may authorize exceptions to the 10-day restriction.

D. When Payment is not Authorized.

1. Payment is not authorized for travel of soldiers to their first permanent duty station unless they:

- a. Have prior service.
- b. Are in the Hometown Recruiter Aid Program.
- c. Are ROTC graduates reporting to their initial active duty tour.

2. RC soldiers ordered to active duty at a military installation are not given an advance until they report to the active duty site.

3. Other restrictions may be established by the local commander or servicing OPLOC/FAO/DMPO.

E. Number of Advances. Generally, one advance is made under the same set of orders. When periods of TDY exceed 45 days, or circumstances change which require additional expenditures, an additional amount may be advanced.

F. Payment of Travel Advances.

1. Use DD Form 1351 to pay an advance to an individual traveler. Use DD Form 1351-6 to pay multiple persons.

2. All advance vouchers will contain the following statement: "Settlement of this advance should be made within 5 working days after completion of the travel. If settlement is not made within 46 days after completion of the travel, the advance will be collected from your pay account and, when appropriate, collection may include an administrative fee."

3. Pay advances in even dollar amounts.

4. For accrued per diem payments, see Paragraph 100603.A.

G. Computation of Advances.

1. Compute the amount of travel advances in amounts commensurate with authorized entitlements shown on the travel order and anticipated out-of-pocket expenses of the traveler. Refer to the JFTR and JTR for the entitlements that may be advanced.

2. Limit personnel authorized an advance to 80 percent of the per diem rate applicable to their TDY point, plus 100 percent of other miscellaneous expenses. For PCS, limit travelers to 80% of travel and transportation allowances.

H. Settlement of Travel Advances. Settlement of an advance should be made within 5 days after completion of the travel to the new permanent station or completion of the TDY. Send a follow-up letter to the traveler if the settlement voucher is not received within 15 days after completion of the travel. If the settlement voucher is not received within 31 days of the follow-up letter, initiate collection/offset action against the pay accounts.

I. Processing Settlement Vouchers. When processing the settlement voucher, deduct the amount of the advance from the amount due. If the amount of the advance is the same or exceeds the travel entitlement, then process the voucher as a no pay due.

1. If the amount due the traveler is less than \$1.00, adjust the dollar amount of the voucher to zero.

2. If the amount due the U.S. is \$10.00 or less, adjust the per diem entitlements so that the voucher equals zero.

3. If the amount due the U.S. is more than \$10.00, send written notice of indebtedness.

J. Separation or Retirement. Advances and travel entitlements are authorized for separating or retiring soldiers. Retirees can receive 100 percent of the MALT allowance for themselves and their dependents, plus constructive flat per diem computed IAW the JFTR, Chapter 5, Part B. For separating soldiers, refer to JFTR, Chapter 5, Part B and Part C for the maximum authorized amounts.

1. Separation or retirement travel entitlements are not earned until the actual date of separation or retirement has occurred. Therefore, settlements cannot be processed earlier.

2. Advances cannot be made after the date of separation or retirement, except in the case of retirees who have one year in which to make the final move to their home of selection (HOS).

3. Draft and reproduce the Certificate of Intent to Travel locally or stamp it on the DD Form 1351. The OPLOC/FAO ensures that the soldier signs the certification.

a. For separating soldiers requesting a partial payment, the certificate reads:

“I understand that I am receiving a partial payment of my travel entitlement. I intend to travel (with dependents, if applicable) to (destination). I understand that I must file my settlement

voucher to obtain the balance of my entitlement and should do so upon arrival at my destination. If I travel a distance less than this payment, I must reimburse the U.S. Government the unearned portion. If a settlement voucher is not submitted within the allotted time frame (180 days) from the date of transition, then the debt will be referred for collection action to include possible offset against future Federal Income Tax refunds.”

b. For retirees requesting an advance of travel and transportation allowances, the certificate reads as follows:

“I intend to travel (with dependents, if applicable) to (destination). I understand that if I take this advance, the settlement voucher must be submitted within the allotted time frame (1 year), the advance will become a debt and will be collected from my retired pay.”

4. Develop a suspense file item for each soldier separating during the month, regardless of day. The file, Transition Suspense File, consists of, but is not limited to, a copy of separation orders, and copies of DD Form 1351 with certification. As claim forms are received, remove the suspense file item. At the end of the suspense period (181st day or 366th day), examine any documents remaining in the suspense file. Items remaining because the settlement voucher wasn't received by the suspense date will be forwarded for collection IAW DoDFMR, Volume 9.

100506. Do-It-Yourself (DITY) Move.

A. Authority. General provisions governing entitlement to transportation of HHG under the DITY program are set forth in JFTR, Chapter 5, Part D and DoD 4500.9R. The statutory authority is 37 U.S.C. 406(k) and DoDFMR, Volume 9.

B. Applicability.

1. This section applies to the finance procedures for movement of HHG by military personnel in CONUS and overseas for moves that will not involve transoceanic shipments.

2. The DITY move should be authorized in advance by the TO shown on DD Form 2278 (Application for Do-It-Yourself Move and Counseling Checklist). However, under extenuating circumstances, after the fact approval is available.

3. The DITY program applies to military personnel only.

C. Travel Allowances for Soldier and Dependents also Payable. A soldier who uses the DITY method to move HHG incident to a PCS, is authorized PCS travel allowances for self and dependents, if they ride to the new destination in the rental truck or POC approved for the DITY move. All entitlements are processed on DD Form 1351-2.

D. DITY Option. The DITY option is available to all soldiers for movement of HHG or personal baggage for PCS, TDY, or local moves. The program is entirely

voluntary and is an alternative mode of shipment for all or a portion of the soldier's weight allowance. The DITY method of moving HHG is a monetary incentive program that authorizes a soldier to be paid 95 percent of what it would have cost the Government to move the HHG.

E. Responsibilities of the Transportation Officer (TO) Before Movement. The TOs first responsibility is to counsel the soldier on the DITY and to make the initial cost comparison. The origin TO furnishes the soldier a copy of DD Form 2278, with the estimated cost of moving the soldier's HHG and the estimated incentive payment. If the DITY method is used, written authorization by the TO is shown on DD Form 2278.

F. Proper Paying DMPO.

1. Generally, the incentive payment is made by the DMPO providing finance services to the soldier at the new PDS. The DMPO making the payment is shown in block 4(h) of the DD Form 2278.

2. Separation, retirement, assignment to overseas stations or local moves are paid by the DMPO providing finance service to the soldier at the time he/she applies for the DITY move.

3. When a soldier is assigned OCONUS and the HHG are moved to a designated location, the incentive payment may be made before completion of the soldier's travel to the new PDS, or the soldier may file when in-processing at their new PDS. The documentation required by paragraph 100507.G, may be presented to any DMPO in CONUS, provided the following conditions are met:

- a. Movement of the HHG is completed.
- b. Soldier submits the documentation required by paragraph g. below.
- c. The same DMPO should make the payment for the DITY move that makes payment for travel allowances for dependents that move to an alternate or designated place. Forward a copy of the paid travel voucher with a copy of the travel orders to the DMPO servicing the soldier's account.

4. All settlements for DITY vouchers, for members assigned to military entrance processing stations (MEPS) will be mailed to: DFAS-IN, ATTN: Director, Network Operations, Department 3700, 8899 East 56TH Street, Indianapolis IN 46249-3700.

5. Remember that DITY vouchers must process through the soldier's servicing transportation office before they are sent to the DMPO for payment.

G. Supporting Documents Furnished the DMPO by the Soldier.

- 1. After completion of the move, the soldier submits a

DD Form 1351-2, with the following required supporting documents, to the DMPO designated in block 4(h), on DD Form 2278:

- a. Three copies of travel orders.
- b. Certified weight tickets (Tare and Gross) for each vehicle loaded unless use of constructed weight was approved in advance by the TO. DITY incentive cannot be paid without valid weight tickets or approved constructed weight by the TO.
- c. Three copies of the DD Form 2278.
- d. A written or typed statement from the traveler listing the total expenses incurred for the DITY move. The statement does not have to be itemized. The operating expenses normally consist of, but are not limited to, vehicle rental, packing materials, moving equipment, gas, oil, tolls, storage, special permits and other miscellaneous expenses related to the DITY move

2. DD Form 1351-2 must be filed, even if an incentive payment is not payable for whatever reason. Failure to file will result in the collection of any advance operating allowances paid.

H. Advance Operating Allowance.

1. The amount of the advance operating allowance that may be made to the soldier is 60 percent of the estimated GBL cost.

a. To receive an advance operating allowance, the soldier must present DD Form 2278 and two copies of travel orders to the servicing DMPO. Annotate DD Form 2278, blocks 8(a) and 9(a)(4) with one of the following:

b. The following statement will be typed or stamped on the DD Form 1351-2:

"If the advance operating allowance exceeds the cost to the U.S. Government, repayment must be made for the excess amount."

2. Moves in POCs. Soldiers may use either personally owned or borrowed vehicles, if the soldier has the owner's written permission.

I. Computation of Government Bill of Lading (GBL), or Local Move Cost.

1. The DMPO furnishes the net weight, based on the soldier's weight tickets, plus the origin and destination points to the TO at the paying installation.

2. The TO computes the cost and furnishes the work sheets to the DMPO for computation of the incentive due the soldier.

J. Method of Computation. See DoDFMR, Volume 9, Chapter 6.

K. Tax Withholding. See DoDFMR, Volume 9, Chapter 6. The DMPO/FAO will perform the following for all DITY payments:

1. Issue the soldier a TD (Treasury Department) Form W-2. Retain a copy of the DITY voucher and the TD Form W-2 form for 3 years.

2. Verify the correct amount of federal tax withheld is charged to appropriation 21X3875.9015 as required by DFAS-IN Manual 37-100-FY.

3. Transmit the magnetic TD Form W-2 data to the DFAS-IN, Military Pay Accounting Office designated addresses by the 5th workday of the following month.

L. Distribution to DFAS-IN. See DoDFMR, Volume 9, Chapter 6.

M. Member Dies Before Payment of DITY Move.

1. The TO and DMPO should compute the DITY voucher in the normal manner, stopping short of tax computation.

2. The entire file should be forwarded to the DFAS-IN, Director, Military Pay, ATTN: DFAS-IN/FJECB, 8899 East 56th Street, Indianapolis, IN 46249-0885, and can be included in settlement of the arrears of pay required by 10 U.S.C. 2771.

3. Payments for U.S. Air Force (USAF)/U.S. Navy/U.S. Marine Corps (USMC) personnel.

a. Payments for USAF personnel will not include computation of taxable income or have any tax withheld. Forward information copies of paid vouchers to the appropriate USAF Accounting and Finance Office servicing the member's military pay account.

b. Payments for U.S. Navy personnel include computation of taxable income and tax withholding. Prepare and issue individual TD Form W-2 with the payment voucher. Handle accountability and reporting for tax information the same way as taxable payments made on civilian PCS travel. Forward information copies of paid vouchers to the Commanding Officer, Material Transportation Office 024, Bldg. Z-1133-5, Naval Base Norfolk, VA 23511-6691.

c. Handle payments for USMC personnel in the same manner used for U.S. Navy personnel except for forwarding an information copy of the paid voucher. USMC does not require an information copy.

1006 OPLOC/FAO TRAVEL PROCESSING RESPONSIBILITIES

100601. Purpose. This section defines the responsibilities of the customer and the OPLOC/FAO for processing travel vouchers.

A. Actions Processed. OPLOC/FAOs process TDY travel for military and civilians, local DITY for military and PCS travel for civilians. Military DITY moves, made in conjunction with TDY are processed by the OPLOC/FAO. Military PCS and PCS DITY moves are processed by the servicing DMPO.

B. Orders. Travel and transportation allowances are based on valid orders, which must accompany all requests for travel payments. Orders are prepared by the funding activity or the activity requiring the travel. Orders must comply with the JTR for civilians and AR 600-8-105 for military travelers, and may be prepared manually or by an automated system.

C. Processing Time. The DFAS standard for processing TDY travel settlements is five working days. The time begins with receipt of the settlement voucher in the travel section, and ends when the payment is made.

D. Traveler's Copies. Travelers should keep a copy of all documents provided to and received from the OPLOC/FAO.

E. Payment Methods. Refer to the DoDFMR, Volumes 5 and 9.

100602. Advances.

A. General. Travel advances are computed using the guidelines in paragraph 100505. OPLOCs/FAOs accept requests for travel advances via mail or fax. Advances are not normally paid more than 10 working days before departure.

B. Customer Responsibility. Travelers are encouraged to use the Government sponsored charge card to obtain advances from an automatic teller machine (ATM), to the maximum possible extent. See your charge card coordinator for details. To request a travel advance, the customer provides the OPLOC/FAO:

1. A written request for an advance. There is no set format required. The traveler is encouraged to provide a fax number so the OPLOC/FAO can fax the payee copy of the advance voucher.

2. Travel order, with all amendments.

3. A signed statement from the order approving official that the traveler does not have a Government sponsored charge card.

C. OPLOC/FAO Responsibility. The OPLOC/FAO processes the travel advance and provides the customer:

1. Payment method is prescribed in the DoDFMR, Volume 5.
2. A copy of the advance voucher by mail or fax.
3. A written explanation if an advance cannot be paid.

100603. Claims.

A. Accrued Per Diem Payments.

1. General. When a traveler is TDY over 30 days and additional funds are necessary, the traveler submits a DD Form 1351-2 for payment of per diem allowances accrued during the preceding 30 day period. OPLOC/FAOs accept these claims by mail or fax. The claim must be submitted to the OPLOC/FAO servicing the TDY location.

2. Customer Responsibility. The customer provides the OPLOC/FAO copies of a completed DD Form 1351-2 and travel orders. Follow the guidance in Appendix I, Traveler's Checklist and paragraph 100102.B. Submit copies of all accrued payment vouchers with the final settlement voucher.

3. OPLOC/FAO Responsibilities. The OPLOC/FAO processes the accrued per diem claim, and provides the customer:

- a. Payment method as prescribed in the DoDFMR, Volume 5.
- b. A copy of the payment voucher by mail or fax.
- c. A written explanation, if the claim cannot be paid.

B. Final TDY Settlement Vouchers.

1. General. The OPLOC/FAO will accept final (as distinguished from accrual) TDY settlement vouchers by mail or fax. Claims for TDY are submitted using DD Form 1351-2, Travel Voucher or Subvoucher.

2. Customer Responsibility. The customer will file the travel settlement claim within five working days after travel completion. The customer will provide the OPLOC/FAO copies of a completed DD Form 1351-2 and travel orders. Follow the guidance in Appendix I, Traveler's Checklist and paragraph 100102.B.

3. OPLOC/FAO Responsibility. The OPLOC/FAO computes the final travel settlement voucher as prescribed in DoDFMR, Volume 5.

a. Payment Due to Traveler. The OPLOC/FAO provides the customer with a copy of the final travel settlement voucher by mail or fax.

b. Payment Due US. The OPLOC/FAO provides the customer with a copy of the final travel settlement voucher, and a letter, advising the traveler of the options for repayment of the debt.

C. Civilian Employee PCS Travel Settlement Vouchers.

1. General. Claims for civilian PCS entitlements are made on DD Form 1351-2, and can be accepted via mail or fax. The provisions of the JTR are used to file, settle, and adjudicate a civilian PCS claim.

2. Customer Responsibility. The customer provides the OPLOC/FAO a completed DD Form 1351-2 with all supporting documentation. Follow the guidance shown in Appendix B, Traveler's Checklist.

3. OPLOC/FAO Responsibility. The OPLOC/FAO computes the civilian PCS entitlement and provides the traveler:

a. A TD Form W-2 and a TD Form 4782, Employee Moving Expense Information.

b. Payment due to traveler:

(1) Payment method is prescribed in the DoDFMR, Volume 5.

(2) A copy of the PCS settlement voucher.

c. Payment due US.

(1) A copy of the PCS settlement voucher.

(2) A letter, explaining options for repayment of the debt.

D. TDY DITY Moves.

1. General. The DITY entitlement applies only to military members, and must be specifically authorized in the TDY orders. The provisions of the JFTR apply to this type of claim.

2. Customer Responsibility. The customer provides the OPLOC/FAO a completed DD Form 1351-2 with all supporting documentation. Follow the guidance shown in Appendix B, Traveler's Checklist.

3. OPLOC/FAO Responsibility. The OPLOC/FAO computes the TDY DITY settlement voucher and provides the traveler:

a. A TD Form W-2 upon settlement.

b. Payment Due to Traveler.

(1) Payment method as prescribed in DoDFMR,

Volume 5.

(2) A payee copy of the travel settlement voucher.

c. Payment Due US.

(1) A copy of the travel settlement voucher.

(2) A letter, explaining options for repayment of the debt.

E. Supplemental Claims.

1. General. There are two types of supplemental claims: those caused by an error at the OPLOC/FAO; and those caused by an error/omission/change by other than the OPLOC/FAO (for example, the traveler or order-authorizing official).

2. OPLOC/FAO Error. If the OPLOC/FAO makes an error based on a properly completed and submitted claim, the OPLOC/FAO prepares an administrative correction supplemental voucher and makes payment or collection accordingly. For example, if a traveler claims valid "other reimbursable expenses," and the OPLOC/FAO neglects to pay them, the OPLOC/FAO prepares an administrative correction and pays the additional payment without the traveler submitting additional paperwork. The OPLOC/FAO properly documents the reason for the additional payment and attaches the documentation to the corrected voucher. The corrected voucher will reference the original voucher.

3. Other than OPLOC/FAO Error. If a traveler wants to claim an item not previously claimed (for example, a traveler forgets about a taxi fare, discovers the omission after the original claim has been settled, and wants reimbursement) the traveler must submit a supplemental DD Form 1351-2 with all supporting documentation. Follow the guidance in Appendix B, Traveler's Checklist. Include a copy of the original DD Form 1351-2 and payment voucher. The OPLOC/FAO reviews the supplemental claim and processes it, if payable.

100604. Collections.

A. General. When a travel settlement results in a debt due to the U.S., or when an advance is received, but the travel is canceled, the collection and repayment procedures in DoDFMR, Volume 9, the JFTR, and the JTR apply.

B. Customer Responsibility. Upon notification of a debt due the U.S. for travel, the customer may make payment by remitting a check or money order to the address provided in the debt notification. If appropriate, a supplemental travel voucher may be filed.

C. OPLOC/FAO Responsibility. The OPLOC/FAO will:

1. General. Notify the customer of the debt when returning the payee copy of the travel settlement voucher.

2. Travel Advance.

a. Provide written notification of the debt 15 days after the expected travel completion date.

b. If no payment is received within 30 days after the first letter, a second notification is sent to the customer, and payroll collection is initiated.

100605. Customer Inquiries.

A. General. Most inquiries can be resolved by open communication between the customer and the OPLOC/FAO. Any extenuating or unusual circumstances will be worked on a case by case basis between the customer and the OPLOC/FAO. Inquiries will be accepted by telephone, mail, fax, or e-mail. OPLOC/FAOs will respond to inquiries in the manner best suited to the inquiry. Since travel entitlements hinge on numerous details, the inquiry should include all details related to the issue.

B. Customer Responsibility. Customers need to provide their name and social security number for the OPLOC/FAO to identify the correct account. The customer should have the travel order number and dates of travel available to identify the specific trip to be discussed. Travelers should state their questions clearly and provide all details concerning the issue. Customers should have copies of all documents available for reference, if necessary.

C. OPLOC/FAO Responsibility. The OPLOC/FAO maintains updated regulations and records. Inquiries will be processed on a first come/first served basis in a timely manner. Research will be performed as necessary to provide accurate responses. The OPLOC/FAO will make every effort to resolve questions in a clear, concise manner, with references to support the determination when appropriate.

1007 OPLOC/FAO TRAVEL PROCESSING PROCEDURES100701. General.

A. Purpose. Provides procedures for processing travel vouchers at an OPLOC or FAO. These procedures address processing TDY travel vouchers for military and civilian travelers, PCS travel vouchers for civilians, DITY move travel vouchers for military members on TDY, and advances for these payments.

B. Basic Assumptions. It is assumed that the OPLOC/FAO uses an automated travel system and that travel personnel have access to all current travel regulations.

C. Common Actions. All documents entering the travel section are routed to a central point, the control section. All vouchers are logged into the automated travel system. A document log is maintained for all documents that are not travel vouchers, such as letters from travelers or electronic messages. All documents will be date stamped with the date received. The travel section will make photocopies if needed. Lack of sufficient copies will not constitute a reason to return a voucher as incomplete.

D. Record of Travel Payments.

1. Form used. DD Form 1588.
2. Maintain a historical record of all travel payments, either on hard copy DD Form 1588 or by automated means.

100702. Advances.

A. Overview. The Government sponsored charge card program is the preferred method of obtaining travel advances. Military and civilian employees eligible for the Government sponsored charge card must use the card for advances and all other official business travel costs. However, there will be circumstances when a cash advance is necessary. Accept requests for advances via mail or fax. Advances cannot be paid sooner than 10 workdays before departure, except with specific written approval from the order-issuing official. Advances are paid by EFT or by check. Use of EFT is highly encouraged, due to the safety of the deposit and cost savings to the government. Retained advances are not authorized, and all requests will be returned to the requester. Travelers ineligible for the Government sponsored charge card shall obtain advances directly from the OPLOC/FAO.

B. Detailed Procedures. The SOP describing detailed procedures is at Appendix J.

100703. TDY Settlement Vouchers.

A. Overview. Accept TDY settlement vouchers by mail or fax. Process vouchers upon receipt of DD Form 1351-2 and orders. Request supporting documentation when

necessary. The DFAS standard is for TDY vouchers to be processed within five working days of receipt of the voucher in the travel division.

B. Detailed Procedures. The SOP describing detailed procedures is at Appendix K.

100704. Civilian PCS Vouchers.

A. Overview. Due to their complexity, only designated personnel should process civilian PCS vouchers. Create a historical file for each civilian for whom a claim is received. A copy of all PCS claims settled, and correspondence received, are maintained in this historical file. Because civilian PCS payments involve deduction and reporting of taxes, travel personnel must have access to, and be familiar with, appropriate IRS publications. These publications include the Employer's Circular E, and IRS Publication 521, Moving Expenses. It is recommended that travel personnel who process civilian PCS vouchers attend the Relocation Income Tax Allowance (RITA) course offered by the GSA as part of their training requirements. Close coordination with the traveler's civilian personnel office is necessary when processing these claims, as knowledge of the traveler's retirement program and year-to-date earnings is necessary to deduct applicable taxes properly.

B. Detailed Procedures. The SOP describing the detailed procedures is at Appendix L.

100705. Military TDY DITY Move Vouchers.

A. Overview. Of major importance in processing this type of claim is to ensure that SPECIFIC AUTHORIZATION for the DITY is on the TDY orders. Without the specific authorization in the orders, no DITY is payable. Also required is counseling by the transportation officer and a DD Form 2278 (Application for Do It Yourself Move and Counseling Checklist), also provided by the transportation officer. Regulatory guidance for TDY DITY moves is in the JFTR, Chapter 4, Part H.

B. Detailed Procedures. The SOP describing detailed procedures is at Appendix M.

100706. Other Functions.

A. General. Although processing travel claims is travel's primary function, other operations occur. Auditing vouchers with a total entitlement of \$2,500.00 or more, processing collection actions on travel debts, and reconciling outstanding advances with accounting are also travel responsibilities.

B. Auditing. Most of the auditing function is performed using the automated travel system. Personnel auditing vouchers must have access to the auditing function in the travel system, and are not able to alter items within the system while auditing. Examining the hard copy of the voucher is necessary to ensure all supporting documents are present. The

auditor should be alert for signs of fraud, waste, and abuse, as well as input and mathematical errors in the voucher. The SOP describing detailed procedures is at Appendix N. Capture and maintain data for the pre-payment sampling requirement. Ensure the sampling data is reported monthly to DFAS-IN, ATTN: DFAS-IN-P, 8899 E. 56th Street, Indianapolis, IN 46249.

C. Collection Actions. Timely collection of travel debts is essential to ensure the efficient use of Government funds. To meet debt reduction goals, the suspense files should be monitored daily, sending debt letters promptly, with timely follow-up. These letters must be sent to ensure due process for travelers prior to instituting payroll deduction. Payroll deductions are initiated upon the expiration of the suspense for payment, and reviewed for input against the pay account. Aggressive collection procedures will reduce outstanding advances and make reconciliations easier. The SOP describing the detailed procedures is at Appendix O.

D. Reconciliation. Monthly reconciliation are required between the travel suspense files and the accounting records. This reconciliation ensures that records are correct and identifies accounts that need additional attention. It ensures that the travel and accounting records reflect the same amounts so reports reflect correct outstanding data. A SOP describing the detailed procedures is at Appendix P.

100707. References.

A. It is essential for the correct payment of travel entitlements that personnel have access to, and be familiar with, the numerous regulations that determine travel entitlements. Additionally, regulations of other agencies/services that impact travel processing must be available to travel personnel.

B. Have the following regulations available, as a minimum:

1. Joint Federal Travel Regulations (JFTR), Volume 1.
2. Joint Travel Regulations (JTR), Volume 2.
3. AR 600-8-105, Personnel - General, Military Orders
4. AR 600-8-10, Leaves and Passes.
5. Department of Defense Financial Management Regulations
(DoDFMR), Vol. 9.
6. DFAS-IN Manual 37-100-FY.

C. All the regulations referenced in paragraph B are available on the internet.